



Trade and Market Research

Unpaid Internship – Trade and Market Research Intern

Long term commitment, 15 – 20 hours / week

Job Purpose:

To be responsible for supporting the WTC Tacoma staff and member organizations by researching, compiling reports, and presenting on various trade topics.

Duties:

- Conduct secondary research using databases, printed directories, Internet sites and library resources based on requests initiated by association contacts/members, or by association staff members.
- In coordination with staff, contact external agency representatives, by email or phone, for additional information and assistance.
- Conduct primary research by interviewing industry experts from partner trade associations, government agencies and potential customers.
- Approach research requests independently and creatively, utilizing all of the above mentioned methods to gather information.
- Compile and present trade and market research results in a coherent and well-organized format.
- Proactively pursue and update ongoing projects in a logical and effective manner.
- Assist the staff by conducting research on potential new members or services using various databases and association contacts.
- Help carry out organizational goals by accepting ownership for completing new and different requests; exploring opportunities to add value to WTC Tacoma's members.

Skills/Qualifications:

Trade and Market Research, Project Management, Reporting, Understanding trade leads, Understanding databases, Process Improvement, Initiative

Technical Skills:

Microsoft Office programs incl. Word, Excel, Outlook, Powerpoint. Additionally, experience with search engines, trade information databases and other research sources desired.